



TOWN OF MONTEREY

435 Main Rd. P.O. Box 308
Monterey, MA 01245

APPLICATION FOR A SPECIAL EVENT/THEATRICAL EVENT AND/OR ONE DAY ALCOHOLIC BEVERAGE LICENSE

Instructions:

- Fill out the attached application in its entirety and submit to the Administrative Assistant with a check made payable to the Town of Monterey in the amount of \$25.00.
- **Application must be submitted at least 14 business days prior to the event. Time frames for Building and Health permits and Fire and Electrical Inspections may vary, please contact each department directly.**
- A copy of the Server Training Certificate (TIPS) for each person who will be serving alcohol must accompany this application (if you are requesting permission to serve alcohol).
- If you are a non profit organization and you are seeking an All Alcohol One Day Permit, you must submit a copy of your 501(c)(3) with this application. If you are a for profit organization, you may request a beer and wine only permit. **For profit organizations must also provide the name of the distributor where the beer and wine is being purchased.**
- If your application is approved, a copy of your permit shall be made available for inspection at the site location.
- A special event is any activity that occurs upon public or private property that affects the ordinary use and it may feature entertainment, amusements, food and non-alcoholic or alcoholic beverages. Examples include (but are not limited to): festivals, weddings, parties, events that charge an admission, etc.
- If you are serving food at your special event please make sure your caterer has filed the necessary paperwork, applications and fees with the Board of Health.
- **If your event has more than 100 people, alcohol and music, a Certified Crowd Manager is necessary. Please provide a copy of this certification with your application.**
- **If you will be using any tent (or temporary structure) over 120sq ft a building permit will be required. Temporary structures may also require an inspection by the Fire Inspector and Electrical Inspector.** Fire Inspector phone: 528-1734 Electrical Inspector phone: 413-329-7091 Building Inspector phone: 528-1443 x118 Health Agent phone: 413-588-4667
- **You must also submit a copy of your insurance certificate which must state on it “alcohol liability” if you are requesting to serve alcohol.**
- **Parking plan (if applicable) must be submitted with application.**
- **It is advised that you first check with the Building Inspector to make sure that the building you are using has an up to date Certificate of Inspection.**



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This application is subject to any and all laws, regulations, standard, guidelines and policies of the Town of Monterey and any State or federal agency, department or body otherwise having jurisdiction and further subject to the specific terms, conditions and restrictions printed or written herein below or attached.

Event Information:

Name of event: _____

Address of event: _____

Date of event: _____ Start time: _____ End time: _____

Number of people attending: _____ Distributor: _____

Will you be charging an admission? yes or no

Music?: yes or no

Please check the permit(s) you are requesting:

☐ Theatrical Event permit

☐ Beer and wine only permit requested.

☐ All alcohol permit requested. **ONLY NON-PROFIT ORGANIZATIONS MAY APPLY FOR THIS PERMIT. A COPY OF YOUR 501(C)(3) MUST BE SUBMITTED WITH APPLICATION.**

A COPY OF YOUR INSURANCE CERTIFICATE WHICH MUST STATE ON IT "ALCOHOL LIABILITY" AND BE SUBMITTED WITH THIS APPLICATION

Description of the event (please include any temporary structures, their size and the company providing the temporary structure(s) in your narrative): If music is involved and the number of guests is over 100, please attach a copy of the certification for your crowd manager.



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Primary contact information:

Name: _____

Full mailing address: _____

Phone: _____ Fax: _____

Email: _____

I certify that I will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages. I hereby swear under the pains and penalty of perjury that the information I have given is true to the best of my knowledge and belief.

Signature: _____ Date: _____

Printed Name: _____